

INTRUCTIONS FOR REVIEW AND ADJUSTMENT REQUEST

The **Review and Adjustment Request** form is used when the custodial parent or non-custodial parent requests a review and adjustment (modification or change) to a child support order.

A review and adjustment can be requested once every three years.

If the request is made sooner than once every three years, written support must be included showing that there has been a substantial and continuing change in circumstances for the custodial parent and/or non-custodial parent. The change in circumstances must show that the amount of the child support payment would change by at least 15% in order for the Division of Child Support Enforcement (DCSE) to complete a review and adjustment.

Examples that could constitute a substantial and continuing change of circumstances are the addition or change in availability of health insurance, losing a job, becoming disabled, and an increase or decrease in wages.

After a review and adjustment is completed, there may be a change to the amount ordered to be paid for current child support. The amount ordered to be paid for current child support could go up, go down, or stay the same after the review and adjustment.